

**Housing Finance Authority of Leon County**  
**May 14, 2020**  
**Meeting Minutes**

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**MEMBERS PRESENT:** Ms. Marnie George, Chair  
Mr. Mike Rogers, Vice Chairman  
Mr. Andrew Gay, Treasurer  
Mr. Tom Lewis  
Ms. Gail Milon  
Mr. Charles White

**ADMINISTRATOR:** Mr. Mark Hendrickson  
Ms. Susan Leigh

**HFA LEGAL COUNSEL:** Mr. Mark Mustian

**HFA BOND COUNSEL:** None

**COUNTY STAFF:** None

**GUESTS PRESENT:** None

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**Call to Order by Chair George**

Chair George called the meeting together via teleconference at 12:01 P.M. She explained the procedures concerning meeting by teleconference, which include (1) each member should identify themselves before making a motion, seconding a motion, or speaking, (2) all votes would be by roll call, and (3) no one should put the call on hold as a precaution against background music.

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**Agenda Item #1: Membership Roll Call**

Staff called the Membership Roll and attending members were Chair George, Vice Chair Rogers, Treasurer Gay, Mr. Lewis, Ms. Milon and Mr. White. Dr. Sharkey had notified staff more than 24 hours in advance of the meeting that he could not attend and was excused.

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**Agenda Item #2: Approval of the May 14, 2020, Agenda**

**Action Taken: #2** Chair George called for a motion for approval of the May 14, 2020 Meeting Agenda. Ms. Gay motioned to approve, and it was 2<sup>nd</sup> by Mr. Lewis. Motion passed unanimously by roll call vote.

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**Agenda Item #3: Approval of the April 9, 2020 Minutes**

**Action Taken: #3** Chair George called for a motion for approval of April 9, 2020 Meeting Minutes. Mr. Gay motioned to approve, and it was 2<sup>nd</sup> by Mr. Rogers. Motion passed unanimously by roll call vote.

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**Agenda Item #4**                      **Public Comment**

There was no public comment.

**Action Taken: #4**                      No action taken

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**Agenda Items #5A-5D**                      **Financial Reports, Budget & Expenditure Approvals & Conference Sponsorship**

Mr. Gay presented the Financial Reports, including the April 30 balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals. Mr. Hendrickson stated that the Florida ALHFA conference was converting from in-person to digital.

**Action Taken:**

6A, 6B, 6C & 6D

Ms. Rogers motioned to accept the April 30, 2020 Financial Statement , the Income and Expense Report, the proposed Expenditure and Debit Card Approval List, and retention of the HFA's Gold Sponsorship of the Florida ALHFA conference, and it was 2<sup>nd</sup> by Ms. Milon. Motion passed unanimously by roll call vote.

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**Agenda Items #6A**                      **County Update**

There was no County report.

**Action Taken: #6A**                      No action taken.

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**Agenda Items #7A**                      **Magnolia Family**

Mr. Hendrickson reported that TEFRA approval had been obtained and the HFA would be applying for bond allocation.

**Action Taken: #7A**                      No action taken.

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**Agenda Item #7B:**                      **Magnolia Terrace**

Mr. Hendrickson reported that the Magnolia Terrace bond issue had closed April 30, and that the HFA had received a closing fee of \$34,900. He also reported that the annual fee was estimated at \$23,520, to be paid in semi-annual installments beginning October 1, 2020. Mr. Hendrickson stated that rehabilitation of the inside of the units would be delayed due to COVID issues, but that rehabilitation on exterior items would begin.

**Action Taken: #7B**                      No action taken.

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**Agenda Item #7C:                      Emergency Repair Program**

Mr. Hendrickson updated the Board on the status of the program and explained the reason for the higher limit on repairs for mobile homes inhabited by seniors or disabled persons.

**Action Taken #7C:**                      No action taken.

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**Agenda Item #7D:                      Real Estate**

Mr. Hendrickson stated that three properties had sold since the last meeting, for a total of \$23,500.

**Action Taken #7D:**                      No action taken.

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**Agenda Item #7E:                      Legal Update**

Mr. Mustian had no legal update.

**Action Taken #7E:**                      No action taken.

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**Agenda Item #7F:                      Occupancy Report**

Mr. Hendrickson reported on the occupancy of Magnolia Terrace, Lakes at San Marcos and Kenwood Place.

**Action Taken #7F:**                      No action taken

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**Agenda Item #7G:                      To-Do List**

Mr. Hendrickson reported that the to-do list was in the Board Packet.

**Action Taken #7G:**                      No action taken

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**Agenda Item #7H:                      State Legislative Update**

Mr. Hendrickson reported on the legislative success of achieving full funding of \$370 million for affordable housing from the Sadowski Housing Trust Funds and the ongoing effort to protect the funding from any budget cuts related to COVID-19 impacts on revenues.

**Action Taken # 7H**                      No action taken.

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**Agenda Item # 8:                      Adjournment**

On a motion by Mr. Rogers, 2<sup>nd</sup> by Mr. Lewis, the Board voted unanimously by roll call to adjourn the meeting at 12:28 PM.

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 Marnie George, Chair

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 Jeffrey Sharkey, Secretary      Date:

**EXPENDITURE & DEBIT CARD APPROVALS: MAY 14, 2020**

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	4-15-20 to 5-14-20	\$ 3,791.67
	The Hendrickson Company	Administrator		
<b>EFT</b>	<b>The Hendrickson Company</b>	<b>Administrator</b>		<b>\$ 3,791.67</b>
	Nabors Giblin & Nickerson	Legal	3-29-20 to 4-10-20	\$ 722.10
<b>EFT</b>	<b>Nabors Giblin &amp; Nickerson</b>	<b>Legal</b>		<b>\$ 722.10</b>
	Auto-Owners Insurance	Insurance		\$ 401.00
<b>Debit Card</b>	<b>Auto-Owners Insurance</b>	<b>Insurance</b>	<b>4/27/2020</b>	<b>\$ 401.00</b>
	Leon County			
	<b>Leon County</b>			<b>\$ -</b>
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch		
	Office Depot	Copying		